



## Office of Consumer Affairs and Business Regulation

### Home Improvement Contractor (HIC) Program Registration Fact Sheet

#### Why do I need an HIC Registration?

**It's the law!**

- Pursuant to the HIC Act, any contractor who contracts with a homeowner for work exceeding \$1000 to an existing 1-4 family, owner-occupied, primary residence is typically required to be registered with the Office of Consumer Affairs and Business Regulation. Exceptions may apply. *Please see M.G.L. c. 142A, § 1 and 201 C.M.R. 18.00 for more information.*

HIC  
Registration is  
the Law!

Although HIC  
registration is not a  
license, it may be  
required for most  
residential projects.

#### HIC Registration Facts

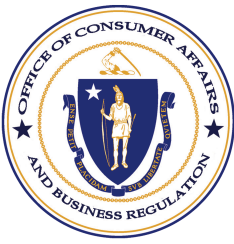
- HIC Certificates of Registration, once issued, are valid for 2 years. If you are already registered, it is important to make sure you renew your registration before it expires. Otherwise, you may have to pay the same fees as a first time applicant.
- Make sure the name found on your Certificate of Registration is the same one that you use to contract with homeowners. Otherwise, you may have trouble pulling permits for your projects.
- A Construction Supervisor License (CSL) does not automatically mean you can legally contract with homeowners. This is why having an HIC Registration is important. Obtaining a Certificate of Registration helps prevent certain problems from coming up, and helps protect you and homeowners.

If you have a  
CSL you may  
still need an  
HIC!



#### How do I apply or renew my HIC Registration?

You can apply for an HIC Registration or renew your current Registration by downloading either the initial application or renewal application forms visiting [mass.gov/homeimprovement](http://mass.gov/homeimprovement) and selecting the link for HIC forms. Follow the instructions and mail the application. Once you send the application, you can expect to receive your Certificate of Registration within 1-2 weeks. Want your registration RIGHT AWAY? Office walk-in hours are M-F, 9:00-5:00p.m. – **Online registration applications coming soon!**




## Sample Registration Card

Your  
Registration  
Number

Take note of  
your  
Expiration  
Date!

Your  
Registration  
Number

Take note  
of your  
Expiration  
Date!

  
*The Commonwealth of Massachusetts*  
Office of Consumer Affairs and Business Regulation  
10 Park Plaza - Suite 5170  
Boston, Massachusetts 02116  
Home Improvement Contractor Registration

SBC CONSTRUCTION  
JOHN SMITH  
123 CONSUMER WAY  
BOSTON, MA 02116

Registration: 185163  
Type: DBA  
Expiration: 5/4/2018

Update Address and return card. Mark reason for change.  
☐ Address ☐ Renewal ☐ Employment ☐ Lost Card

SCA 1 2018/05/11

  
*The Commonwealth of Massachusetts*  
Office of Consumer Affairs & Business Regulation  
HOME IMPROVEMENT CONTRACTOR  
Registration: 185163  
Expiration: 5/4/2018  
DBA  
SBC CONSTRUCTION  
JOHN SMITH  
123 CONSUMER WAY  
BOSTON, MA 02116

Undersecretary

License or registration valid for individual use only before the expiration date. If found return to:  
Office of Consumer Affairs and Business Regulation  
10 Park Plaza - Suite 5170  
Boston, MA 02116

Not valid without signature

**HIC is governed by M.G.L. Chapter 142A and 201 CMR 18.00**  
**These are the four most frequent violations of the HIC Act:**

- Operating without a valid certificate of registration
- Unjustifiably abandoning or failing to perform a project
- Impermissibly demanding or receiving a deposit greater than one-third of the total contract price
- Executing a residential services contract that does not contain legally required consumer protection language

### COMMONWEALTH OF MASSACHUSETTS

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